# PHASE ONE

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# Introduction To The Catalog

The DPAS Catalog carries the general or common characteristics of a type of asset. A National Stock Number, Management Control Number or a Part Number must identify each type of asset. There is a link to the Army Supply Bulletin 700-20, which is a portion of the FedLog. If the NSN is found on the SB 700-20 the information will populate the fields on the Catalog automatically. For Army users, this data cannot be changed. For all other users, changes can be made to any field. There is also a link to the Army Master Data File or AMDF.

The crucial data elements that control the size and scope of the catalog are the Generic Nomenclature and the Nomenclature. The level of description entered can either increase or decrease the number of Catalog records needed to track the assets on the Property Book. ADP Equipment is the easiest example of this. If the level of description stops at the speed of a machine, such as Computer, Pentium III, 400 MHz, it takes far fewer Catalog records to track all of the ADP assets than if the level of description goes to the hard drive size, such as Computer, Pentium III, 400 MHz, 20G HD. In the first example, the 400 MHz Pentium III's are tracked under the same Stock Number. In the second example, it takes several Stock Numbers to track the 400 MHz Pentium III's, one for every change in hard drive size.

Another deciding factor is whether the manufacturer name and part number is part of the Generic Nomenclature. It is recommended that this information NOT be part of the nomenclature because DPAS has a process to supplement the catalog that allows the users to track multiple Manufacturer Name and Part Numbers for a Stock Number. This allows the use and tracking of far fewer Stock Numbers but still has the visibility of the Make and Model of every asset. A simple example would be a 3/8" Drill. There could be two Stock Numbers built, one for a corded version and one for a cordless. Then Manufacturer information could be built against these Stock Numbers. On the other hand, many Stock Numbers could be built, one for each Manufacturer, e.g., Craftsman, DeWalt, Porter-Cable, Makita, etc.

At the Catalog level the user determines if the assets under a particular Stock Number are managed by serial number or by bulk quantity. Once one asset is placed on the Property Book this field cannot be changed. To change the field, all of the assets must be removed from the Property Book. Then the field can be changed and all of the assets placed back on the Property Book.

Financial reporting also begins with the Catalog. The Type Asset Code, Asset Code and the Equipment Depreciation Code identify what general category this equipment falls into, such as ADP equipment, Commercial Vehicles, etc. The Type Asset Code is crucial because only General PP&E assets depreciate. Heritage and National Defense Equipment do not depreciate regardless of their cost.

There are three interfaces with criteria for reporting that are established on the Catalog. The Army CBS-X/UIT interface is controlled by the RICC. The ADP Reportable Code controls the DITMS interface and the CIIC and the DoDSASP code control the DoDSASP reporting.

# Introduction To The Catalog (Cont'd)

If the user wants to use the Maintenance and Utilization processes in DPAS, the Service Code must be set on the Catalog. Once this is set, basic information can be established to allow DPAS to compare the usage of the asset against the benchmark.

Some Agencies/Services have developed a Catalog of assets that the entire Agency/Service is to use. Some of these Agencies/Services have multiple DPAS databases. To support this structure DPAS can assign one database as the Master Catalog. Then the other databases are designated as Subordinate Catalogs. The Subordinate Databases cannot add records to their Catalogs. When a record is added to the Master Catalog the record is also added to the Sub-Ordinate Catalogs. The Manufacturer Name/Manufacturer Part Number File can also be controlled in this manner. It is up to each Agency/Service whether they want the Master Database to control the Manufacturer Name/Manufacturer Part Number File. If the file is controlled, then it works in the same manner as the process for the Catalog File. There are good reasons that an Agency/Service may not want to control the Manufacturer Name/Manufacturer Part Number File. One of them is that there are so many Manufacturer/Part Number combinations that it may be overwhelming to centrally manage all of them.

# Querying The Catalog
## MODULE: Catalog


## INTRODUCTION

This section outlines the procedures for querying the system and requesting a new catalog number for items that have not been pre-established. This section shows the user how to query DPAS to determine if an item is located in the DPAS Catalog Table. An item should be verified against the DPAS Catalog Table prior to processing an **End Item Increase** in the **Hand Receipt Module**.

## PREREQUISITES

None

## STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **Catalog** from the menu bar.

2. Select **Inquiries** from the program group.

3. Select **Catalog** from the program list.



Catalog

| Catalog Actions ▶ | |
|---|---|
| Mass Changes ▶ | |
| Interfaces ▶ | |
| Reports ▶ | |
| Inquiries ▶ | Catalog |
| Help | Mfr Part Nbr |
| | Ref Publication |
| | Expanded Desc |
| | SKO/BII/AAI |
| | ADP Cmpn Cd |
| | ADP Mfr Cd |
| | SB 700-20 |
| | Mfg Prt Nbr History |
| | History |

# Querying The Catalog (Cont'd)

## STEP 1:



Selection Fields:

Selected Fields and Values:

ACC
ADP Cmpn Cd
ADP Rptbl Cd
ARC
CIC
CIIC
CIIC Other
CMC
Calibration Cd
Class Cd
DODIC
DODSASP Cd
Dmil Cd
ECC
E Generic Nomen

LCC
LIN
Local Use
Maint Grp Id

❷ Click right arrow.

❶ Select Data Field to look for.

Card View
Report Format

Menu    OK    Clear    Cancel

## STEP 2:



Selection Fields:

Selected Fields and Values:

ACC
ADP Cmpn Cd
ADP Rptbl Cd
ARC
CIC
CIIC
CIIC Other
CMC
Calibration Cd
Class Cd
DODIC
DODSASP Cd
Dmil Cd
ECC
Equip Deprn Cd
FSC
LCC
LIN
Local Use

Generic Nomen    =

Select how you want your query displayed.

Card View
Report Format

Menu    OK    Clear    Cancel

**HINT!**
You can display your inquiry in one of two ways:

**Card View:** Displays your query one record at a time.

**Report Format:** Displays your query with multiple records and with the column headings that you want to display.

## Querying The Catalog (Cont'd)

### STEP 3:



**Catalog Selection Criteria**

Selection Fields:

ACC
ADP Cmpn Cd
ADP Rptbl Cd
ARC
CIC
CIIC
CIIC Other
CMC
Calibration Cd
Class Cd
DODIC
DODSASP Cd
Dmil Cd
ECC
Equip Deprn Cd
FSC
LCC
LIN
Local Use
Maint Grp Id
Mat Cat Cd
Mat Cd

Selected Fields and Values:

Generic Nomen

**\*TRUCK\***

❶ Select operator from the list.

❷ Type in what you're looking for. Use asterisks as wildcards before, in the middle, or after.

❸ Click **O**K.

○ Card View
⊙ Report Format

Menu | OK | Clear | Cancel

**HINT!**
To help narrow your search, multiple data elements can be used from the Selection Fields at the left.

There is a maximum of 10 data elements that you can query on.

Also, you may **double-click** the desired field(s) instead of clicking on the right arrow button.

### STEP 4 (if you selected Report Format):



Selection Field:

ACC
ADP Cmpn Cd
ADP Rptbl Cd
ARC
CIC
CIIC
CIIC Other
CMC
Calibration Cd
Class Cd
DODIC
DODSASP Cd
Dmil Cd
ECC
Equip Deprn Cd
FSC
Generic Nomen
LCC
LIN
Local Use
Maint Grp Id
Mat Cat Cd

Fields to be viewed:

❶ Select the field(s) that you want displayed by either double-clicking the field or highlighting the field and then clicking the right arrow.

Your selected fields will be displayed in this window.

❷ Click **O**K.

OK | Clear | Cancel

# Querying The Catalog (Cont'd)

The results of the User's search are displayed on a screen similar to the one below if **Report Format** was selected:

| Stock Nbr | LIN | Generic Nomen | |
|---|---|---|---|
| 5847214070M | RS1144 | CHARGER, RADIO | |
| 100501LP004 | W68432 | AMMUNITION BALL, 7... | |
| 150000LEA0001 | | LEASE - AIRCRAFT | |
| 190000LEA0002 | | LEASE - SHIPS/WATER... | |
| 220000LEA00... | | LEASE - RAILWAY EQU... | |
| 2310001779201 | X38639 | TRUCK AMBULANCE: 1/... | |
| 2310001779202 | X38639 | TRUCK AMBULANCE: 1/... | |
| 2310001779203 | X38639 | TRUCK AMBULANCE: 1/... | |
| 2310001779204 | X38639 | TRUCK AMBULANCE 1/... | |
| 2310001779205 | X38639 | TRUCK AMBULANCE: 1/... | |
| 2310001779206 | X38639 | TRUCK AMBULANCE: 1/... | |
| 2310001779207 | X38639 | TRUCK AMBULANCE: 1/... | |
| 2310001779208 | X38639 | TRUCK AMBULANCE: 1/... | |
| 2310001779209 | X38639 | TRUCK AMBULANCE: 1/... | |
| 2310001779210 | X38639 | TRUCK AMBULANCE: 1/... | |
| 2310001779211 | X38639 | TRUCK AMBULANCE: 1/... | |

Retrieved Rows: 50
Total Rows: 253

| Export | Print | Next 50 | Retrieve All | Card View | Cancel |

**HINT!**
You can resize the column heading just like you would with an Excel spreadsheet.

If you double-click the record you want, it will display that particular record in **Record View**.

The results of the User's search are displayed on a screen similar to the one below if **Record View** was selected:

**Catalog Inquiry**

Stock Nbr: 2320000021999                    Basic | ADP | Maint

**Basic**

Stock Item Cd: A            Mgt Cd: A
Generic Nomen: TRUCK 3/4 TON GENERAL PURPOSE
Nomen: TRUCK 3/4 TON GP
Prev Stock Nbr:
RICC: 0                      Class Cd:
CMC:                         CIC:
CIIC: U                      UI:
LCC:                         ARC:
Unit Price: $30,000.00       LIN: M50972
Ref Cd:                      Sply Cat M...d:
Spcl Ctl Item Cd:            DODIC:
Recover Cd:                  Spcl Reqn s Cd:

Record 1 of 161      Previous | Next | New Inquiry | Exit

Click **Next** to view other Stock Numbers generated from the User's query.

**HINT!**
Once you have located the desired stock number, write it down so that you have it readily available for later functions.

# Adding A Catalog Record
**MODULE: Catalog**

## INTRODUCTION

If you have determined that a Catalog record does not exist for your asset, then you will need to follow your activity's procedures in adding the record. See the References tab for examples of your Activity's Sample Catalog Request Forms.

## PREREQUISITES

None

## STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **Catalog** from the menu bar.

2. Select **Catalog Actions** from the program group.

3. Select **Catalog** from the program list.

**Catalog**

| Catalog Actions ▶ | Catalog |
| --- | --- |
| Mass Changes ▶ | Mfg Prt Nbr |
| | Ref Publication |
| Interfaces ▶ | Expanded Desc |
| Reports ▶ | SKO/BII/AAI Cnfg |
| Inquiries ▶ | |
| Help | |

# Adding A Catalog Record (Cont'd)

## STEP 1:

❶ Enter the Stock Number that you want to Add.

**Stock Nbr:** [ ] ...

Xp Desc

Ref Pub

SKO/BII/AAI

❷ Click **OK**.

[ **OK** ] [ **Clear** ] [ **Cancel** ]

**HINT!**
If you click the browse button, you can search for a stock number (for a change or delete) by NOMEN, LIN, or STK NBR.

**NOTE:**
If your Activity interfaces to the SB 700-20, DPAS will read the SB 700-20 Table to see if there is a Stock Number match. If a match exists, then DPAS will automatically populate the Add screen with the information from that table. Otherwise, you will need to supply the appropriate information.

## STEP 2:

**Catalog Add/Change/Delete**

Basic | Addt'l Attributes | Maintenance

**Key Data**

**Stock Item Cd:** [ ]    **Mgt Cd:** |A -Serial Number ▼| **FSC:** [ ]

**Generic Nomen:** [ ]

❶ Select MCN, NSN, or Mfr Part Nbr, respectively.

❷ Select how this item is to be managed – Serial or Bulk.

**Type Asset Cd:**

**ACC:** [ ▼]    **Yr Svc Life**

❸ This field is displayed **ONLY** if the item is an MCN or NSN. Otherwise, enter the appropriate Federal Supply Class.

**ECC:** [ ]    **ARC:**

**CIIC:** [ ▼]    **CIC:**

**RICC:** [ ▼]    **Ref Cd:**

☐ **ADP Rptbl**    **ADP Cmpn Cd:** [ ] ...

[ Delete ] [ **Add** ] [ **Clear** ] [ **Exit** ]

# Adding a Catalog Record (Cont'd)

## STEP 3:



❶ Enter a long description of the item.

❷ Enter a short description of the item.

❸ Enter the Line Item Number, if applicable to your activity.

## STEP 4:



❶ Select the appropriate code for how the item is packaged.

❷ Enter a **base line** price of the asset if required by your Activity.
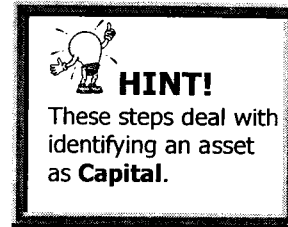
# Adding A Catalog Record (Cont'd)

## STEP 5:



❶ Select the type of asset.

❷ Select the appropriate Asset Control Code.

❸ This field is **ONLY** accessible if you selected an ACC of L, N or T.

❹ Enter the shelf life of the asset. Must be > 1 for **capital** assets.

**HINT!** These steps deal with identifying an asset as **Capital.**

| Type Asset Codes | Equipment Deprn Codes | ACC Codes |
|---|---|---|
| G -General Property Plant & Equipment | **If the ACC is L (ADP Software), these are the applicable codes:** | I – Intangibles |
| H – Heritage (historical) | 1 – Commercial Software | J – IPE Equipment |
| N – National Defense Equipment (go to war) | 2 – Internally Developed Software. | K – ADP Equipment |
| | **If the ACC is N (Medical Equipment), these are the applicable codes:** | L – ADP Software |
| | 1 – High Tech Medical | M – ADP Other |
| | 2 – Other Medical | N – Medical Equipment |
| | **If the ACC is T (Other Equipment), these are the applicable codes:** | P – Commercial Vehicles |
| | 1 – Electronic General Equipment (500KW) | S – Office Equipment |
| | 2 – Printers/Publication/Duplicating Equipment | T – Other Equipment |
| | 3 – Radio/Broadcast Equipment | |
| | 4 – Steam Equipment (12.5 + K) | |
| | 5 – RDT&E | |
| | 6 – Telecommunications | |
| | 7 – Water Transportation Equipment | |
| | 8 - Other | |

# Adding A Catalog Record (Cont'd)

## STEP 6:



The following is a list of the **Major** categories of the ECC. Click on the Binoculars to search for the actual code.

| Equipment Category Codes | |
|---|---|
| A - Aircraft | O - Medical And Dental Equipment |
| B - Air Defense Systems | P - Materiel Handling Equipment |
| C - Missile Systems Land Combat | Q - Support Equipment |
| D - Artillery Weapons | R - Ammunition And Ammunition Equipment |
| E - Small Arms | S - Installations Depot Peculiar Service Equipment |
| F - Tanks | T - Machine Tools |
| G - Combat Vehicles | U - Shop Support Equipment |
| H - Tactical Vehicles | V - Non-Tactical Wheel Vehicle (Commercial Design) |
| J - Communication And Electronic Equipment | W - Furniture And Appliances |
| K - Electronic Test Equipment | X - Office Equipment |
| L - Floating Equipment | Y - Tools Not Classified Elsewhere |
| M - Railway Equipment | Z - Equipment Not Listed Elsewhere |
| N - Construction Equipment | |

# Adding A Catalog Record (Cont'd)

## STEP 7:

Catalog Add/Change/Delete

Basic | Addt'l Attributes | Maintenance |

Key Data

Stock Nbr:   Prev Stock Nbr:

Stock Item Cd:   Mgt Cd:   FSC:

**❶** Enter the classification of the asset.

**❷ Select** whether the asset is controlled by the SB 700-20

LIN:

UI:   Unit

Type Asset Cd:   Equip Deprn Cd:

CIIC: U -Unclassified   CIC: 0 -Not Controlled

RICC: 0 -Not Reportable   Ref Cd:

**❸ Select** the appropriate level of reporting for UIT, CBS-X, Serial Number Tracking Systems, etc., if applicable to your Activity.

**❹ Select** whether the asset has a Technical Manual, Supply Catalog, or Other type of manual for SKO/BII/AAI's.

| Controlled Inventory Item Codes | |
|---|---|
| **Classified Items** | **Sensitive Items** |
| A - Confidential - formerly restricted data. | N - Firearms. |
| B - Confidential - restricted data. | P - Ammunition and explosives. |
| C - Confidential | Q - Items that are a drug or other controlled substance identified as a Schedule III, IV, or V item, per the Controlled Substance Act of 1970. Also includes other items requiring vault storage. |
| D - Confidential - cryptologic | R - Precious metals, a drug, or other controlled substance identified as a Schedule I or II item, per the Controlled Substance Act of 1970. Also includes other items requiring vault storage. |
| E - Secret - cryptologic | 1 - Highest Sensitivity (Category I) - non-nuclear missiles and rockets in a ready-to-fire configuration. |
| F - Top Secret - cryptologic | 2 - High Sensitivity (Category II) - Arms, ammunition, and explosives. |
| G - Secret - formerly restricted data | 3 - Moderate Sensitivity (Category III) - Arms, ammunition, and explosives. |
| H - Secret - restricted data | 4 - Low Sensitivity (Category IV) - Arms, ammunition, and explosives. Sensitive |
| **Click on the pick list to review additional Classified and/or Sensitive Item codes** | |

# Adding A Catalog Record (Cont'd)

| Controlled Inventory Item Codes (Pilferable Items) | Reportable Item Control Codes |
|---|---|
| I - Aircraft engine equipment and parts. | 0 - Not reportable under UIT, SIMS-X, or Serial Number Tracking Systems. |
| J - Pilferable Item - Pilferage codes may be designated by the coding activity to items coded U (unclassified) by recoding the item to J. | 2 - Selected TOE/MTOE/TDA/MTDA/CTA/JTA authorized items (including NSN of generic family), and unauthorized and obsolete items designated by commodity managers for management under unique item tracking (UIT). This category includes major items on which data are required for the Army Materiel Plan. It also includes selected type classified secondary items and repair parts that require special control by commodity managers due to their importance and criticality. This category requires no serial number tracking. |
| M - Handtools and shop equipment. | 8 - Army managed items selected and designated by AMC MSC for intensive management under the Selected Item Management System - Expanded (SIMS-x) per AR 710-1. Does not require serial number tracking. |
| V - Individual clothing and equipment. | A - Same as RICC 2 and requires Serial Number Tracking for supply visibility. |
| W - Office machines. | B - Same as RICC 2 and requires Serial Number Tracking for maintenance data. |
| X - Photographic equipment and supplies. | C - Same as RICC 2 and requires Serial Number Tracking for both supply visibility and maintenance data. |
| Y - Communications/electronic equipment and parts. | D - Same as RICC 8 except requires Serial Number Tracking for supply visibility. |
| Z - Vehicular equipment and parts. | E - Same as RICC 8 except requires Serial Number Tracking for maintenance data. |
| **Note** - Use CIIC N, P, Q, R, 0, 1, 2, 3, 4, 5, 6, 8, 9 or $ to determine sensitive, hazardous items. | F - Same as RICC 8 except requires Serial Number Tracking for both supply visibility and maintenance data. |

**Click on the pick list to display additional codes**

| Reference Codes |
|---|
| SC – Supply Catalog |
| TM – Technical Manual |
| OT - Other |

# Adding A Catalog Record (Cont'd)

## STEP 8:



❶ If the asset is reportable to the Defense Information Technology Management System (DITMS), then check this box.

❷ If the asset is ADP reportable, then this field is accessible. You will need to identify the ADP component code for the asset.

❸ Click the **Addt'l Attributes** tab.

---

**HINT!**

If you click the browse button on the ADP CMPN CD, you can search for a component by either the ADP CMPN CODE or by ADP CMPN NAME.

# Adding A Catalog Record (Cont'd)

## STEP 9:

The fields on this page are not mandatory entry fields. However, your Activity may require you to input these fields for certain types of equipment.



| Special Control Item Codes | Classification Codes | Commodity Management Codes |
|---|---|---|
| 0 - Items which do not need any special controls. | C - Contingency | A - Chief of Staff, Army. |
| 1 - Regulated item. | E - Exempt | B - U.S. Army Aviation and Troop Command - ground forces support materiel (other support materiel). |
| 2 - Principal item. | L - Limited procurement | C - Office of the Surgeon General, U.S. Army Medical Materiel Agency - medical/dental materiel. |
| 3 - Sensitive item. | N - Nontype classified | D - U.S. Army Armament Munitions and Chemical Command (AMCCOM) - Single manager ammunitions. |
| 4 - Regulated and Principal item. | O - Obsolete | E - U.S. Army Aviation and Troop Command - general supplies (DLA/GSA items). |
| 5 - Sensitive and Regulated item. | P - Low-rate production | F - U.S. Army Support Activity, Philadelphia - clothing textile and nonmedical toiletries (DLA/GSA items). |
| Click on the pick list to display additional codes. | | |

# Adding A Catalog Record (Cont'd)

## STEP 10:

❶ Enter the applicable class of supply and sub-classification, if applicable to your Activity.

❷ Enter the applicable code that shows the materiel category structure detail for management of Army inventories, if applicable to your Activity.

❸ Enter the applicable supply function that must be done in accordance with special documents, if applicable to your Activity.

**Basic**   **Addt'l Attributes**

Spcl Ctl Item Cd:

Sply Cat Mat Cd:        Mat Cat Cd:

ODIC:

EC:

Spcl Reqmts Cd:

LCC:

Dmil Cd:

Recover Cd:

☐ DODSASP Cd

☐ Calibration Cd

☐ TMDE Cd

| Delete | Add | Clear | Exit |

| Supply Category of Material Codes | Special Requirements Codes |
|---|---|
| Refer to Annex ZA Data Elements for valid codes. These codes are divided into 2 parts – 1st Position is the Class of Supply.  2nd Position is the Sub-Classification of Supply. | 4 - Item managed by an Army National Inventory Control Point for another service.  The Army is not the user of the item.<br><br>5 - Defense Industrial Plant Equipment item.<br><br>6 - Nuclear Special, Non-DNA cataloged it<br><br>8 - Item managed by the Army as the DOD single manager.  This item is a conventional ammunition item not used by the Army.<br><br>9 - Item managed by the Defense Nuclear Agency.  This is an item of nuclear ordinance materiel.<br><br>A - Defense Logistics Agency Commercial item.<br><br>B - Item made by the blind.<br><br>C - General Services Administration Commercial item.<br><br>D - Defense Logistics Agency supply schedule item. |
|  | **Click on the pick list to display additional codes.** |

# Adding A Catalog Record (Cont'd)

## STEP 11:

```
Catalog Add/Change/Delete                                    _ □ ✕
                                                                ?
Basic  Addt'l Attributes │ Maintenance │

Spcl Ctl Item Cd:        ❶ Select the appropriate code       ❷ Select the appropriate code for
                         for logistics provisioning,         instructions for removal of
Class Cd:                requisitioning, distribution, etc.,  functional or military
                         if applicable to your Activity.     characteristics of a materiel item,
CMC:                                                         if applicable to your Activity.

Sply Cat Mat Cd:              Mat Cat Cd:

  LCC:                                          ▼    CIIC Other

  Dmil Cd:                                      ▼    ❸ Select the appropriate code
                                                     that indicates what supply levels
  Recover Cd:                                   ▼    have disposition authority on
                                                     certain unserviceable support
                                                     assets, if applicable to your
                                                     Activity.

                    Delete    │    Add    │    Clear    │    Exit
```

| Logistics Control Codes | Demilitarization Codes |
|---|---|
| A – Must be Procurable | A – Non-Munitions List Item (MLI) – demilitarization not required. |
| B – In Lieu of LCC-A | B – MLI – demilitarization not required. |
| D – Developmental | **See Annex ZA Data Elements in the DPAS Help for additional codes.** |
| F – Mission Essential | |
| N – Not Separately Type Classified | |
| O – Obsolete | |
| P – Low-Rate Internal Production | |
| R – Not In SB 700-20 | |
| S – Contingency and Training | |
| T – Limited Production – Test | |
| U – Limited Production - Urgent | |

# Adding A Catalog Record (Cont'd)

## STEP 12:



❶ Enter any applicable local information.

❷ Enter the ammunition identification, if applicable to your Activity.

❸ Enter the numeric code designed to identify items of Industrial Plant Equipment, if accessible. This field is only accessible if the ACC is J (IPE Equipment).

## STEP 13:



❶ If this asset is to be included in the monthly sensitive item reports, but has a non-sensitive CIIC, check this box.

❷ If this asset is to be included in the DoD Small Arms Serialization Program, then check this box.

❸ If this asset is to be periodically calibrated, then check this box.

❹ If this asset is considered as Test, Measurement and Diagnostic Equipment, then check this box.

❺ Click on the **Maintenance** tab.

CIIC Other

DODSASP Cd

Calibration Cd

TMDE Cd

# Adding a Catalog Record (Cont'd)

## STEP 14:



**❶** Select the appropriate code, if the asset is Production & Service or Mobile.

**❷** Select the utilization criteria for the Production & Service or Mobile asset.

| Service Codes | Utilization Codes |
|---|---|
| M – Mobile | 1 - Mission essential-miles. |
| P – Production & Service | 2 - Mission essential-hours. |
| | 3 - Mission essential days/miles. |
| | 4 - Mission essential days/hours. |
| | A - Days/miles. |
| | B - Days/hours. |
| | C - CTA. |
| | H - Hours. |
| | M - Miles. |
| | W - Walk-thru. |

# Adding A Catalog Record (Cont'd)

## STEP 15:



❶ Select the appropriate grouping for vehicles.

See **Annex G** for a complete listing of these codes.

❷ Select the user-defined code that categorizes groups of assets that are available for maintenance.

## STEP 16:



❶ Enter the lowest percentage of utilization for the item for the P&SE or Mobile asset.

❷ Enter the objective percentage of utilization for the item for the P&SE or Mobile asset.

❸ Enter the actual miles or hours of service life of the asset.

❹ Click **Add**.

# Adding A Manufacturer Key
### MODULE: Catalog

## STEP 1:

Once you have cataloged your asset, the Catalog Key Data screen is returned and the four buttons that were once grayed out, are now accessible to you.



Click **Mfr Part** to enter the Manufacturer Part Number process.

Manufacturer information is broken down by "keys". What this means is that a particular Stock Number can have over 99,999 manufacturers. For example, if your stock number was 7025000010033 with a nomenclature of Computer, Pentium III, 650Mghz, you could build key 01 with the manufacturer of Dell, key 02 Gateway, key 03 Compaq, etc. By doing this, it will keep your catalog cleaner and easier to maintain.

Once you click on the **Mfr Part** button, DPAS will return the Manufacturer Part Key Data screen:

## STEP 2:



❶ Enter your numeric key that identifies the manufacturer of item.

❷ Click **OK**.

# Adding A Manufacturer Key (Cont'd)

## STEP 3:

Manufacturer Part Number Add/Change/Delete

**Key Data**

Stock Nbr:

Noman:

CAGE Cd:

❶ Enter the Commercial and Government Entity Code of the item, if available.

Mfr Part Nbr:

❷ Enter the Mfr Part Number or Model number of the item.

ADP Mfr Cd:

Mfr Name:

Ref File Name ...

**Related Data** | Delete | **Add** | **Clear** | E**xit**

## STEP 4:

Manufacturer Part Number Add/Change/Delete

❶ If the item is ADP reportable **AND** you know the 3 position ADP Mfr Cd, then enter it in this field. If you do not know the 3-position ADP Mfr Cd, then click the Browse button to search the ADP Mfr Table. See **Browsing the ADP Mfr Table**.

❷ For ADP reportable equipment, once you enter the 3-position ADP Mfr Cd, the manufacturer is automatically displayed. For Non-ADP reportable equipment, you can enter the manufacturer here.

❸ By clicking this button, this will allow you to attach a file, picture, etc. to the item.

Mfr Part Nbr:

ADP Mfr Cd:

Mfr Name:

Ref File Name ...

❹ Click this button to find an already existing file for the asset.

**Related Data** | Delete | **Add** | **Clear** | E**xit**

❺ Click **Add**.

# Adding A Manufacturer Key (Cont'd)

DPAS will return you to the Mfr Part Number Key Data screen.

> **NOTE:**
> If you would rather enter the Mfr Part Number screen from the DPAS Main Menu, you would select the **Catalog** icon, then **Catalog Actions**, and then **Mfr Part Nbr**. From here, you would have to **type** in the Stock Number.

# Introduction To Authorizations

This module is used to track the allowances for assets and to provide a link between the on-hand item and the authorization for the item. The use of the Authorization Process is optional for some users, but if your Activity uses it, an Authorization must be built for each asset.

An Authorization can be built against a Line Item Number (LIN) OR a Stock Number. The LIN or Stock Number must exist on the Catalog before the Authorization can be built.

DPAS validates the structure of the Authorization Document Number to ensure it is in accordance to regulations. Therefore, if the authorization is to be a TDA authorization the Authorization Document Number must follow the format of TDA + Two Digits + UIC. The two digits are the Command Designator of the site (TC, FC, etc). There is also an edit between the Authorization Document Number and the Property Type Code. If the Authorization Document Number begins with TDA the Property Type Code will be a 4, TDA. If the Authorization Document Number is CTA 50-900 the Property Type Code will be a 2. If the Authorization Document Number begins with MTE the Property Type Code will be an 8. The edit also eliminates values from the Property Type Code. If the Authorization Document Number does not begin with TDA then the Property Type Code cannot be a 4.

If the user wants to track Authorizations down to the Hand Receipt Holder Level then the TDA Paragraph Number is MANDATORY on all Authorization Records, regardless of the type of Authorization (TDA, CTA, LTR, etc). The TDA Paragraph Number must be unique for each Hand Receipt Holder. The value used for the Authorization TDA Paragraph Number must match the TDA Paragraph Number on the Hand Receipt Holder record.

If you want to track the Authorizations at the UIC Level then leave the TDA Paragraph Number Blank on both the Authorization records and the Hand Receipt Holder records.

When an Authorization is built it is assigned an Authorization Control Number. This is simply a system-generated value that identifies the Authorization. In all other Modules of DPAS the Authorization Control Number will be used to tie the Asset to the Authorization.

To identify an asset as a Substitute for an Officially Authorized Asset you build the Authorization for the Officially Authorized Asset. Then place the Authorization Control Number from the Officially Authorized Asset on the Substitute Asset. The Substitute Asset (LIN) does not have an Authorization Record built. It attaches to the Authorization of the Officially Authorized Asset.

# Introduction To Authorizations (Cont'd)

There is an interface to the Army LOGTAADS that allows the user to download their Authorization data. The Authorization data can be Imported to the database for viewing purposes only or the user can have the Interface update the Authorization automatically. There should be extreme caution taken before the automatic update of the Authorizations is used. If the LOGTAADS data does not match the Authorizations that are present in DPAS the interface will create records. These records may be duplicates of Authorizations already built but one data element does not match exactly.

# Adding Authorizations
## MODULE: Authorizations

---

**STOP** If your Activity does not use the Authorizations in DPAS, then skip to page P1-32, **Requesting A Document Number**.

---

Before proceeding with this task, the user must review and become familiar with their Activity's directives. In addition, the user shall obtain authorization from the Commanding General/ Commanding Officer or his/her appointed Personal Property Manager before performing any DPAS operations.

## INTRODUCTION

This module is used to establish allowances for assets and to provide a link between the on-hand item and the authorization for obtaining that item.

This module allows the user to add, change, or delete a record to the **Authorization Table**. DPAS validates authorization entries to ensure they are used in accordance with regulations. Authorization identification is perpetuated through DPAS via the authorization control number. The authorization process provides the capability to process adds, changes, deletes, and mass changes.

## PREREQUISITES

None

## STEPS TO PERFORM ACTION

1. Select the **Authorizations** icon, or select **Authn** from the menu bar.

2. Select **Authorization Actions** from the Authorizations program group.

3. Select **Approved Authn** from the Authorization Actions program list.

**Authorizations**

| Authorization Actions ▶ | Approved Authn |
|---|---|
| Mass Changes ▶ | TDA Paragraph Nbr |
| | TDA Remarks |
| Interfaces ▶ | Request Authn |
| Reports ▶ | Subst LIN Percentage Fill |
| Inquiries ▶ | |
| Help | |

## Adding Authorizations (Cont'd)

---

**HINT!**

The authorization process must be completed prior to adding the item to the personal property book.

---

## STEP 1:

**❶** Enter your UIC.

Key Data ☒

UIC: [ ] ...

Authn Ctl Nbr: [ ] ...

**❷** Leave the Authorization Control Number blank for an add.

**❸** Click **OK**.

OK     Clear     Cancel

**HINT!**

If you click the browse button, you can search for an authorization control number (for a change or delete) by AUTHN CTL NBR or LIN.

## STEP 2:

Approved Authorization Add/Change/Delete

**❶** Enter the Line Item Number **OR...**

**❷** Enter the Stock Nbr of the approved item.

Key Data

LIN: [ ]

Stock Nbr: [ ]

**Retrieve Nomen**     ADS Id:

Generic Nomen: [ ]

**❸** Click **Retrieve Nomen** to display the item from the Catalog Table.

| | |
|---|---|
| Authn Doc Nbr: [ ] | Prop Type Cd: [ ] |
| TDA Para Nbr: [ ] ... | ERC: [ ] |
| TDA Remarks Cd: [ ] ... | |
| Req Qty: [ ] | Aut Qty: [ ] |
| Authn Eff Dt: [ ] | Authn Expr Dt: [ ] |
| Local Use: [ ] | ☐ RICC Exempt: |

Delete     Add     Clear     Exit

# Adding Authorizations (Cont'd)

## STEP 3:



**❷** Enter the Property Type Code. This field will not be accessible for TDA or CTA 50-900 assets.

**❶** Enter the Authorization Document Number.

**❸** Enter your TDA Paragraph Number.

**❹** Enter the Equipment Readiness Code. This field will not be accessible for TDA or CTA 50-900 assets.

| Property Type Codes | Equipment Readiness Codes |
|---|---|
| 0 - Medical components | A – Primary Weapon/Equipment |
| 1 - Basic load (class I) | B – Auxilliary Equipment |
| 3 - Basic load (class II) | C – Administrative Support Equipment |
| 4 -TDA property | M – Multi Equipment Ready Code |
| 5 - Basic load (class V) | P – Pacing Items |
| 6 - Lease rental equipment | |
| 7 - Installation reserve equipment | |
| 9 - Installation property (Non Deployable) | |

**💡 HINT!**

If you enter **TDA** in the 1st 3-positions of the Authn Doc Nbr field (indicating that the authorization is TDA), then the Prop Type Cd will **automatically** be **4** and cannot be changed **AND** the ERC will be **B** and cannot be changed.

If you enter **MTE** in the 1st 3-positions of the Authn Doc Nbr field (indicating that the authorization is MTOE) then the Prop Type Cd will **automatically** be **8** and cannot be changed **AND** the ERC will allow you to make an appropriate selection from the drop down list box.
If you enter **CTA 50-900** in the Authn Doc Nbr field, then the Prop Type Cd will **automatically** be **2** and cannot be changed **AND** the ERC will not be accessible.

# Adding Authorizations (Cont'd)

## STEP 4:



**❷** Enter the **minimum** essential quantity required.

**❶** If applicable to your Activity, enter the TDA Remarks Code. If item is TDA, leave it blank.

**❸** Enter the **approved** quantity.

TDA Remarks Cd:

Req Qty:

Aut Qty:

## STEP 5:



**❶** If applicable to your Activity, enter the date the Authorization became effective.

**❷** If applicable to your Activity, enter the date the Authorization expires.

**❺** Click **Add**.

**❸** Enter any applicable local information.

**❹** If your Activity reports Unique Item Tracking and the authorized item is exempt from UIT reporting, check this box.

# Authorizations Report
### MODULE: Ad Hoc Reports

Below is an example of a report listing of Authorizations, generated with MyEureka!, which we will learn later. It is sorted by **UIC** and **LIN**.

| UIC | LIN | TDAParaNbr | AuthnCtlNbr | AuthnDocNbr | PropTypeCd | ReqQty | AuthQty | QtyOnHand |
|-----|-----|-----------|-------------|-------------|-----------|--------|---------|-----------|
| W0UV15 | 47090N | 906 | 970006 | CTA 50-909 | 9 | 0 | 3 | 3 |
| W0UV15 | 62223M | 906 | 970038 | CTA 50-909 | 9 | 0 | 2 | 2 |
| W0UV15 | 70030N | 905 | 970045 | 62969999 | 9 | 0 | 1 | 1 |
| W0UV15 | 70033N | 905 | 970036 | 62969999 | 9 | 0 | 1 | 1 |
| W0UV15 | 70086N | 905 | 970044 | 62969999 | 9 | 0 | 1 | 1 |
| W0UV15 | 70141N | 905 | 970030 | 81270001 | 9 | 0 | 1 | 1 |
| W0UV15 | 70169N | 906 | 970034 | CTA 50-909 | 9 | 0 | 6 | 6 |
| W0UV15 | 70209C | 905 | 970037 | 81270001 | 9 | 0 | 1 | 1 |
| W0UV15 | 70209N | 905 | 970046 | 81270001 | 9 | 0 | 4 | 4 |
| W0UV15 | 70210N | 905 | 970047 | 81270001 | 9 | 0 | 1 | 2 |
| W0UV15 | 70222N | 905 | 970029 | 81270001 | 9 | 0 | 3 | 3 |
| W0UV15 | 70223N | 905 | 970048 | 81270001 | 9 | 0 | 4 | 4 |
| W0UV15 | 70230N | 905 | 970035 | 62969999 | 9 | 0 | 1 | 1 |
| W0UV15 | 70243N | 906 | 970028 | 73249999 | 9 | 0 | 1 | 1 |
| W0UV15 | 73197T | 906 | 970068 | 73359999 | 9 | 0 | 6 | 6 |
| W0UV15 | 83010J | 926 | 970095 | 73059999 | 9 | 0 | 1 | 1 |
| W0UV15 | 83450N | 905 | 970122 | 73059999 | 9 | 0 | 2 | 2 |
| W0UV15 | 90067N | 906 | 970021 | AR-420-16 | 9 | 0 | 4 | 4 |
| W0UV15 | 90067N | 927 | 970020 | 52359999 | 9 | 0 | 4 | 5 |
| W0UV15 | 90739N | 905 | 970073 | OTR-AUT UN | 9 | 0 | 0 | 2 |

Accounting tree panel:
- ACCOUNTING 1
  - Accounting
    - CIP/WIP
  - AUTHORIZATION
    - Authorization
      - Auth Expr
      - Auth Qty
      - Authn Ctl
      - Authn Do
      - Authn Eff
      - ERC
      - LIN
      - LOGTAA(
      - Local Use
      - Prop Type
      - Qty On H.
      - RICC Exe
      - Req Qty
      - Stock Nb
      - TDA Para
      - TDA Rem
      - UIC
    - Serial_Hand_
      - ACC
      - ADP Own

Record 6

Ready

# Introduction To The Document Register

The Document Register is used to track all documents that affect the balance of the Property Book. All requisitions and the status of those requisitions can be tracked. The permission to transfer an asset or change a major aspect of the asset can be tracked. The above Documents can be tracked manually or the Register can be interfaced with a Supply System to pass the Requisitions and Status automatically.

The use of the Document Register is optional for some users. If the Document Register is to be used then a Document Register record is Mandatory for all transactions that affect the balance of the Property Book and Bar Code/Serial Number changes.

The Document Number can be entered manually by the user or the system can generate the next sequential Document Number. The user has the ability to divide the Document Register into 'Blocks'. The 'blocks' must be established in the Utilities Module before the Document Register can be used. The 'blocks' are used to divide the Document Numbers into groups, such as Expendables, Non-Expendables, ADP or Ammunition.

The Request for Issue described in this section allows the tracking of a request for the purchase of an asset. This would only be used for the purchasing of a new asset not a transfer of an asset from another Government Agency/Service.

The Request For Issue data elements are the Standard FEDSTRIP/MILSTRIP data elements. There are additional fields that allow the user to enter more information about a Document that would not be passed to the Supply System. These are the fields on the second page. Depending on the Supply System the user is interfacing, the fields on the Request For Issue will have different edits and may display different values in the Drop Down Lists.

On the second screen there is an Authorization Control Number field. When a Request for Issue is processed the Due-In Quantity will be displayed in the last section of the Hand Receipt Report sorted in Authorization Sequence. If the user wants to have the Due-In quantity displayed in the body of the report with the Authorized LIN of the asset, the Authorization Control Number must be entered on the Document Register.

# Requesting A Document Number
### MODULE: Document Register

> **STOP** If your Activity will not be using the Document Register option in DPAS, then proceed to page P1-54, **Adding Items To The Property Book**.

## INTRODUCTION

This module develops a register that assigns numbers for requisitioning and tracking personal property accountability actions. **Document Numbers** are either entered manually or assigned automatically. The document register function provides an automated tie-in to hand receipt processing.

This section allows the user to assign a **Document Number** to track a piece of equipment that is on order.

## PREREQUISITES

None

## STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.

2. Select **Supply Requests** from the Document Register program group.

3. Select **Issue** from the Supply Requests program list.

**Document Register**
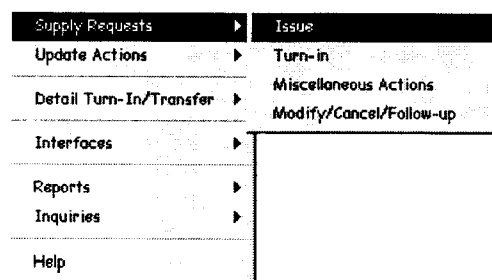
| Supply Requests ▶ | Issue |
|---|---|
| Update Actions ▶ | Turn-in |
| Detail Turn-In/Transfer ▶ | Miscellaneous Actions |
| | Modify/Cancel/Follow-up |
| Interfaces ▶ | |
| Reports ▶ | |
| Inquiries ▶ | |
| Help | |

## Requesting A Document Number (Cont'd)

### STEP 1:

❷ From the drop down list box, select the appropriate Document Identifier Code for the asset you are ordering.

❶ Enter your UIC.

Key Data

UIC: [ ... ]

DIC: [ ]

Stock Nbr: [ ]

❸ Enter the Stock Number.

[ OK ]    [ Clear ]    [ Cancel ]

### STEP 2:

Key Data

UIC: [ ... ]

DIC: [ ▼ ]

Stock Nbr: [ ]

[ OK ]

**Document Number Assignment**

⦿ **Automated**

○ **Manual**

Select the appropriate Document Number Assignment.

**Automated:** DPAS will generate a document number.

**Manual:** User defined document number.

---

**HINT!**
Before the DPAS Automated Document Number Assignment feature can be used, the document number range and associated BLOCK CD must be established on the Document Number Range table. This table is located in the DPAS Utilities Module.

# Requesting A Document Number (Cont'd)

## STEP 3:

❶ If your Activity interfaces with SARRS-O, **AND** you selected **Automated** Document Number assignment, this field will be displayed with the unit's DoDAAC.

If you selected **Manual** Document Number assignment, then enter the document number here.

❷ Click this browse button to display the blocks of document numbers for assignment.

**Request for Issue**

**Key Data**
UIC:
DIC:
Stock Nbr:

**Document Register**
Doc Nbr:
Block:

HRH Nbr:
Media Sts Cd:
UI:    EA -Each
Demand Cd:
Signal Cd:    A -Ship/Bill Rqnr
Dstrn Cd:
PD:

RIC:
Stock Nbr:
Qty:
Supp Address:
Fund Cd/Appn:
Prj Cd:
RDD:    ☐ Postpost

Page 1 of 2    Next Page    Save    Clear    Exit

---

**HINT #1!**
The Document Number is only mandatory if the Manual Document Number Assignment was selected in Step 1.

**HINT #2!**
BLOCK is only mandatory if the Automatic Document Number Assignment was selected in Step 1.

# Requesting A Document Number (Cont'd)

## STEP 4:

❷ Enter the Routing Identifier Code.

If your Activity interfaces with SARRS-O, this field is not accessible.

❶ Enter the appropriate Major Hand Receipt Holder Number and/or Sub Hand Receipt Holder Number.

❹ Enter the quantity being ordered, or the quantity from the receipt documentation.

❸ Enter the Media Status Code.

| Field | | Field | |
|---|---|---|---|
| HRH Nbr: | | Doc N | |
| | | Block: | ... |
| Media Sts Cd: | | RIC: | |
| UI: | EA Each | Stock Nbr: | Your Stock Nbr is display |
| | | Qty: | |
| Demand Cd: | | Supp Address: | |
| Signal Cd: | R Ship/Bill Rqm | Fund Cd/Appn: | ... |
| Dstrn Cd: | | Prj Cd: | |
| PD: | | RDD: | Postpost |

Page 1 of 2      Next Page | Save | Clear | Exit

| Media Status Codes |
|---|
| 1 - Reserved |
| 2 - Exception |
| A- 100 percent supply status |
| J- Exception supply status |
| Blank is a valid code for this data element. |
| Other codes are available as needed.  Use pull down menus for appropriate selection. |

# Requesting A Document Number (Cont'd)

## STEP 5:

Key Data
UIC:
DIC:

**❶** Enter the appropriate demand.

HHH Nbr:

Media Sts Cd:

Demand Cd:

Signal Cd:   A -Ship/Bill Rqnr

Document Register
Doc Nbr:
Block:

**❷** If you are identifying an alternate address for shipping and/or billing address enter that address.

RIC:

Stock Nbr:

Supp Address:

Fund Cd/Appn:

**❸** Select the appropriate code to identify where the item(s) is to be shipped as well as who to bill.

The default is displayed.

Prj Cd:

RDD:

**❹** Enter the appropriate fund code and/or, if applicable to your Activity, the appropriation number.

Page 1 of 2       Next Page  |  Save  |  Clear  |  Exit

| Demand Codes | Signal Codes |
|---|---|
| I – Inactivated Item Demand | A - Ship/Bill Requisitioner. |
| N – Nonrecurring Demand | B - Ship Requisitioner/Bill Supplementary Address. |
| O – No Demand | C - Ship Requisitioner/Bill Activity. |
| P – Nonrecurring Demand for special program requirements. | D - Ship Requisitioner/Free Issue. |
| R - Recurring demand. | J - Ship Supplementary Address/Bill Requisitioner. |
| | K - Ship/Bill Supplementary Address. |
| | L - Ship Supplementary Address/Bill Activity. |
| | M - Ship Supplementary Address/Free Issue. |
| | W - Intraservice Use Only. |
| | X - Intraservice Use Only. |

# Requesting A Document Number (Cont'd)

## STEP 6:

# Requesting A Document Number (Cont'd)

## STEP 7:



❶ From the drop down list box, select the appropriate Priority Designation for your Activity.

❷ Enter the 3-position Julian date that indicates the Required Delivery Date of the item.

❸ Check if the asset has already been received, and there is no requirement for the asset to be transmitted to the Supply Support Activity.

❹ Click **Next Page**.

| Priority Designator Codes | |
|---|---|
| 01 – Emergency UND=A, FAD=I | 09 – Routine UND=B, FAD=IV |
| 02 – Emergency UND=A, FAD=II | 10 – Routine UND=B, FAD=V |
| 03 – Emergency UND=A, FAD=III | 11 – Routine UND=C, FAD=I |
| 04 – High Priority UND=B, FAD=I | 12 – Routine UND=C, FAD=II |
| 05 – High Priority UND=B, FAD=II | 13 – Routine UND=C, FAD=III |
| 06 – High Priority UND=B, FAD=III | 14 – Routine UND=C, FAD=IV |
| 07 – High Priority UND=A, FAD=IV | 15 – Routine UND=C, FAD=V |
| 08 – High Priority UND=A, FAD=V | |

# Requesting A Document Number (Cont'd)

## STEP 8:

Advice Cd: | Acq Cost:

Cond Cd: | Authn Ctl Nbr:

Nomen:

❷ Enter the expected cost of the item. This field will display the Unit Cost from the Catalog table, if one was entered.

❶ If you have special instructions for the SSA, select the appropriate code from the list box.

Ex | Strat Cd:

Ac | EOR Ind: | Office:

Ref Text: | Task Cd:

Reparable Cd: | Job Order Nbr:

Site Cd: ... | Local Use:

Remarks:

Page 2 of 2 | Prev. Page | Save | Clear | Exit

| Advice Codes | |
| --- | --- |
| 1A – Quantity Exceeds Requisition Objectives | 2A – Item Not Locally Obtainable |
| 1B – Quantity Exceeds Requisition Objectives | 2B – Requisitioned Item Only |
| 1C – Fill Do Not Backorder | 2C – Do Not Backorder |
| 1J – Fill Do Not Substitute | 2D – Furnish Quantity Requisitioned |
| 1K – Rtrn Comp Major Item | |
| Other codes are available as needed. Use pull down menus for appropriate selection. | |

# Requesting A Document Number (Cont'd)

## STEP 9:



> **1** If this field is accessible, you can select the Condition Code for the item.

> **2** If your Activity uses Authorizations, it is recommended that you enter your Authorization Control Number so that your due-ins will show up correctly on your Hand Receipt Report.
>
> If your Activity does not use Authorizations, then this field is not accessible.

| Condition Codes | |
|---|---|
| A – Serviceable (w/o Qualifications) | F – Unserviceable (reparable) |
| B – Serviceable (with Qualifications) | J – Suspended (in stock) |
| C – Serviceable (priority issue) | P – Unserviceable (reclamation) |
| D – Serviceable (test/modification) | R – Suspended (reclaimed items awaiting condition determination) |
| E – Unserviceable (limited restoration) | S – Unserviceable (Scrap) |
| Other codes available as appropriate. | |

# Requesting A Document Number (Cont'd)

## STEP 10:



The screen shows a "Request for Issue" window (Page 2 of 2) with the following fields:

- Advice Cd:
- Nomen:
- Expt Id Cd:
- Strat Cd:
- Acct Process Cd:
- EOR Ind:
- Office:
- Ref Text:
- Task Cd:
- Reparable Cd:
- Job Order Nbr:
- Site Cd:
- Local Use:
- Remarks:

A callout pointing to the Nomen field reads:

> If the Stock Number that was entered on the Key Data screen was found on the Catalog Table, then this field will be displayed and cannot be changed. Otherwise, you can enter the Nomenclature of the item.

Buttons: Prev. Page | Save | Clear | Exit

Page 2 of 2

# Requesting A Document Number (Cont'd)

## STEP 11:

Advi[❶ If your Activity interfaces with AMCISS then this field is available for you to identify consumable items.] Acq C

Cond [❷ If your Activity interfaces with AMCISS then this field is available for you to designate the reason for the supply request.] Authn

Nom

Expt Id Cd: [          ]   Strat Cd: [          ]

Acct Process Cd: [     ]   EOR Ind: [   ]   Office: [          ]

Ref Text: [          ]   Task Cd: [          ]

Reparable Cd: [          ]   Job Order Nbr: [          ]

Site Cd: [   ...   ]   Local Use: [          ]

Remarks: [                    ]

Page 2 of 2     Prev. Page    Save    Clear    Exit

| Expenditure Identification Codes | Stratification Codes |
|---|---|
| B - General supplies | A - Stocked items |
| K - Mag tape tape and disk packs/hardware-computers | B - Indirect maintenance |
| L - Maint parts for ADPE/hardware | C - Special maint project |
| M - Other ADP supplies | M - Reported excess |
| N - Medical supplies and equipment | S - Customer owned |
| U - ADP other | Other codes are available as appropriate. |
| V - Software | |
| 2 - Comm and electronics equip | |
| 6 - Test instrumentation | |
| Blank is a valid code. | |
| Other codes are available as appropriate. | |

# Requesting A Document Number (Cont'd)

## STEP 12:

❶ If your Activity interfaces with **SARSS-O**, then use this field to identify specific accounting requirements.

❷ If your Activity interfaces with **AMCISS**, then this field is accessible.

❸ If your Activity interfaces with **SARSS-O**, then you can identify any documentation that should be included with the order.

Expt Id Cd: |

Acct Process Cd: |

trat Cd: |

EOR Ind: |

Ref Text: |

Reparable Cd: |

❹ If your Activity interfaces with **SARSS-O**, then use this field to identify items as reparable or non-reparable.

rder Nbr: |

Site Cd: | ... |

Local Use: |

Remarks: |

Page 2 of 2          Prev. Page | Save | Clear | Exit

| **Reparable Codes** |
| --- |
| a - No turn in will be made because request is for addition to or an increase in PLL/shop stock level. |
| b - No turn in will be made because like item was lost or destroyed. |
| c - Turn in of the item will be accomplished after the receipt and installation of the serviceable being requested (e.g., the container used to issue the serviceable will be used to retrograde the unserviceable). |
| d - Turn in of like item will be made after completion of the investigation releases the item. |

# Requesting A Document Number (Cont'd)

## STEP 13:



❶ Enter the appropriate Office for your Activity.

❷ Enter the appropriate Task Code for your Activity.

❸ Enter the appropriate Job Order Number for your Activity.

## STEP 14:



❶ If you previously established Site Codes, you may select the code that identifies the storage location of the item.

❷ Enter any applicable local information.

❸ Enter any applicable remarks.

❹ Click **S**ave.

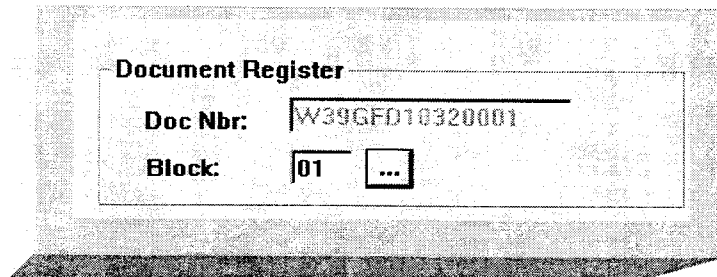## Requesting A Document Number (Cont'd)

> # NOTICE!!
> If you had DPAS generate an **automated** document number, notice that after you process the
> transaction that the document number is displayed.

Document Register

Doc Nbr: W39GFD10320001

Block: 01 [...]

# Document Register Inquiry
### MODULE:  Document Register

Perform a Document Register inquiry for your UIC.

❶ Enter your UIC.

**Document Register Selection Criteria**                               [x]

**Selection Fields:**          **Selected Fields and Values:**           ?

| Ref Text ▲ | UIC | = ▼ |

Ref Text ▲
Reparable Cd
Shipment Cd
Signal Cd
Site Cd
Sply Doc Nbr
Sply Rls Dt
Stock Nbr
Strat Cd
Sts Cd
Sts DIC
Sts Remarks
Subst LIN
Suffix Cd
Supp Address
TCN Id
Task Cd
Transfer Cd
Trnsp Dt
UI ▼

➡
⬅

❷ Click **OK**.

⦿ Card View
◌ Report Format

**OK**

Menu          ...ear     Cancel

---

**Document Register Inquiry**                                   [x]
                                                                  ?

|  | | Status | Export | Supply History |

Doc Nbr:   W39GPD10510001          UIC:      W46601

DIC:            A0A              HRH Major Nbr: 1401
RIC:                             HRH Sub Nbr:
Stock Nbr:      7025010339001    Media Sts Cd:  0
Qty:            5                UI:            EA
Due In Qty:     5                Rcvd Qty:
Supp Address:                    Demand Cd:     O
Fund Cd/Appn:   9B               Signal Cd:     A
Prj Cd:                          Dstrn Cd:      021
RDD:            019              PD:            08
Cond Cd:                         Advice Cd:
Subst LIN:                       LIN:           73662M
Expt Id Cd:                      Local Use:
Acct Process Cd:                 Strat Cd:
Reparable Cd:                    EOR Ind:
Last Tran Dt:                    Ref Text:
Sply Rls Dt:                     Cmpltn Dt:
Acq Cost:                        Doc Dt:        20010220
Sts DIC:                         Suffix Cd:

> If the document number is still open, then there will be no **Completion Date**.

Record _____ of _____    Previous | Next | New Inquiry | Exit

> This would display the record count (for example, Record 1 of 5).

# Running A Report Of Open Supply Actions
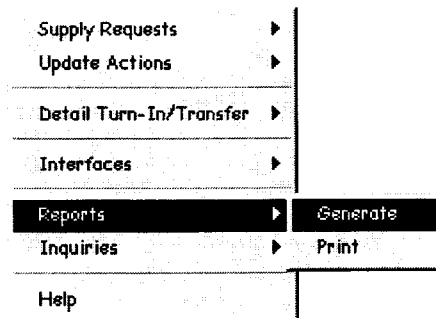### MODULE: Document Register

## INTRODUCTION

The following steps will demonstrate how to generate the Open Supply Actions report in DPAS.
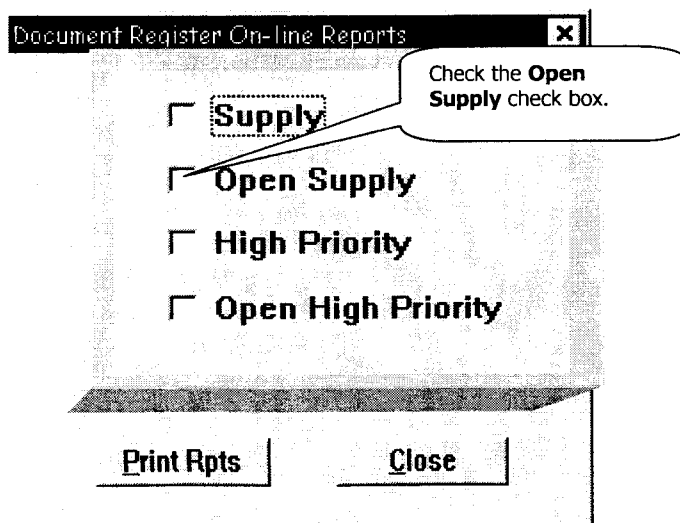
## PREREQUISITES

None

## STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.

2. Select **Reports** from the program group.

3. Select **Generate** from the program list.

Document
Register

| | |
|---|---|
| Supply Requests ▶ | |
| Update Actions ▶ | |
| Detail Turn-In/Transfer ▶ | |
| Interfaces ▶ | |
| Reports ▶ | Generate |
| Inquiries ▶ | Print |
| Help | |

# STEP 1:

Document Register On-line Reports ☒

Check the **Open Supply** check box.

☐ Supply

☑ Open Supply

☐ High Priority

☐ Open High Priority

Print Rpts | Close

# Running A Report Of Open Supply Actions (Cont'd)

## STEP 2:

```
Open ─────────────────────────────────────────── [×]
   ┌─ Options ──────────────────────┐           [?]
   │    ⊙ Selective                 │   uence ─────────
   │                                │   c Nbr
   │    ○ All                       │   c Dt and Ser Nbr
   └────────────────────────────────┘
                                    ╱─────────────────────────────┐
                                   │ Select the appropriate option.│
   UIC:        [      ] ...        │ Selective: Allows you to select│
                                   │ a UIC, HRH Nbr, and DIC.       │
   HRH Nbr:    [    ] [    ] ...    │                                │
                                   │ All: Allows you to only select the│
   DIC:        [            ] ▾    │ DIC.                           │
                                    └─────────────────────────────┘
 ┌─ Document Number Block Range ──────────────────────────
 │   Block From:   [    ] ...        Block To:  [    ] ...
 ┌─ Date Range ───────────────────────────────────────────
 │   Begin Dt:     [        ]        End Dt:    [        ]

            [ Info ]   [ Submit ]   [ Clear ]   [ Cancel ]
```

## STEP 3:

```
                                              ╱───────────────────┐
                                             │ Select how you want │
 Open Supply Action Report                   │ your report sorted. │
                              ┌─ Sort Sequence ─────────────────────
 ┌─ Options ──────────────    │    ⊙ Doc Nbr
 │   ⊙ Selective              │
 │   ○ All                    │    ○ Doc Dt and Ser Nbr
 └────────────────────────    └──────────────────────────────────
 ┌─ Selection Criteria ──────────────────────

   UIC:        [      ] ...

   HRH Nbr:    [    ] [    ] ...

   DIC:        [            ] ▾

 ┌─ Document Number Block Range ──────────────────────
 │   Block From:   [    ] ...        Block To:  [    ] ...
 ┌─ Date Range ──────────────────────────────────────
 │   Begin Dt:     [        ]        End Dt:    [        ]

            [ Info ]   [ Submit ]   [ Clear ]   [ Cancel ]
```

# Running A Report Of Open Supply Actions (Cont'd)

## STEP 4:



**❶** If you selected **Selective** in the Options Group Box, then enter or browse for your UIC.

**❷** If you selected **Selective** in the Options Group Box, then enter or browse for your HRH Nbr.

**❸** Select the appropriate document identification code for your report.

## STEP 5:



**❶** Enter or browse for **Block From** Document Number Range.

**❷** Enter or browse for **Block To** Document Number Range.

# Running A Report Of Open Supply Actions (Cont'd)

## STEP 6:



**Open Supply Action Report**

**Options**
- ⊙ Selective
- ○ All

**Sort Sequence**
- ⊙ Doc Nbr
- ○ Doc Dt and Ser Nbr

**Selection Criteria**

UIC: [        ] [...]

HRH Nbr: [        ] [...]

DIC: [        ] ▾

**Document Number Block Range**

Block From: [    ] [...]    Block To: [    ] [...]

**Date Range**

Begin Dt: [        ]    End Dt: [        ]

[ Info ]    [ Submit ]    [ Clear ]

❶ Enter **Begin Date**.

❷ Enter **End Date**.

❸ Click **Submit**.

If you receive the following dialog box, select the appropriate answer.



**HRH Number Sequence**

HRH Nbr sequence within UIC?

[ Yes ]    [ No ]

## STEP 7:

At the **Status** message box, click **OK**.



**Status**

Report Submitted

[ OK ]

Click **OK**.

# Running A Report Of Open Supply Actions (Cont'd)

You can now print or view your Open Supply Action Report. When you submitted the report, DPAS will return you to the **On-Line Document Register Reports**.



Click **Print Rpts** to print/view the desired report.
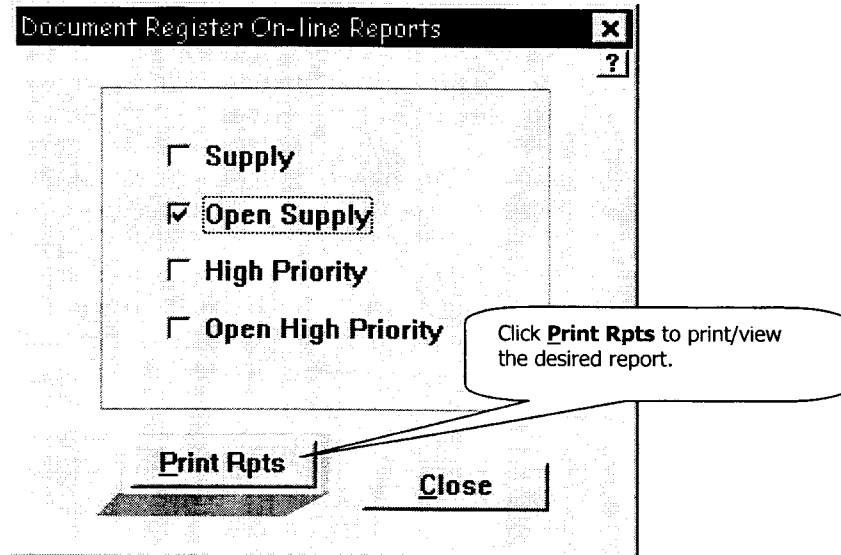
From the Reports Menu for your user-id, select the Open Supply Actions report.

Below is a sample of this report.

# Introduction To Hand Receipt

The End Item Increase screen is used to add all major assets to the Property Book. Components to Major assets and SKO/AAI/BII are added through separate processes. Depending on what Processes are being used there are several prerequisites for the Increase. If the Document Register is used a Document must be established prior to entering the Increase screen. If the Authorization Module is used an Authorization must be established. This can be done prior to entering the screen or once in the screen there is a Jump Button that can be used to build the Authorization. If the Bar Code Generation process is to be used then the Bar Code Prefix must be established in the Utilities Module prior to entering the Increase screen. If the asset is ADP a Manufacturer/Part Number record must be built on the Catalog. This can be done prior to entering the screen; or, once in the screen there is a Jump Button that can be used to build the record.

If the Document Register is used the Type of Action is tied to the edit of the Document Number field. For instance, the system will not allow a Request for Issue Document Number to be used for a Transfer In Type Action. If the Document Register is not being used, any Document Number can be entered.

If there are multiple assets that need to be added to the same Hand Receipt the Multiple Entries checkbox can be used. The assets must be tied to the same Stock Number and must be assigned to the same Hand Receipt Holder. The Multiple Entries screen allows the entry of up to 50 Serial Numbers at one time.

If the asset being picked up is tracked by bulk quantity, the Bulk Asset Checkbox must be marked. This causes the Serial Number to be inaccessible and will generate a BULK Bar Code when the transaction is processed. NOTE: If the Assets are Lot Managed Items they should be added to the Property Book as Bulk Assets, and the Lot Number field, on the Second Screen of the Increase Process, should be used. A unique Bulk Record is determined by the combination of the following fields: UIC, Fund Code, HRH Nbr, Expense Code, Authorization Control Nbr, Loan/Lease Code, PBIC, Site Code, Location and Lot Nbr. Care must be taken when trying to add more records to an existing bulk record. If the above fields are not entered exactly as they were previously, a new bulk record will be created instead of adding to the existing record.

The data from the Document Register (if used) and the Catalog will populate on the Increase Screen and should be reviewed for accuracy before the transaction is processed. Special attention should be given to the Acquisition Cost if it is displayed. It will be pulled from the Document Register if it was entered. Any number of things could have added or subtracted from the cost that was originally estimated.

Along with the Acquisition Cost, the Asset Code, Capitalization Code, and, from the Catalog, the Type Asset Code, Asset Control Code and the Equipment Depreciation Code are used to determine if the asset is a capital asset. For Defense Working Capital Fund Sites the Acquisition Date field is added to this criteria. When the Transaction is processed an accounting transaction will be produced that will either be reported to the Accounting System through an interface or can be provided to the Accounting system on a report.

There are two methods to track the location of the asset. There is a Location field that is free form; the user can enter anything wanted. Another way to track it is the Site Code, which comes from a user defined Table. The user builds the values in the Utilities Module > Master Table Maintenance > Site Cd process. This allows the standardization of the location and makes retrieving assets by location much easier.

# Introduction To Hand Receipt (Cont'd)

If the Asset is ADP, there is one field on the second screen that must be entered, the ADP Owner Code. This code is reported to DITMS through the interface.

Once the transaction is processed the user has two additional options on the Transaction Processed Message box. These are to print the DA 3161 and to print a Bar Code Label.

Depending on the interfaces identified on the UIC file this asset will be reported to various systems. It will be reported to DITMS if it is ADP and the UIC and Fund Code records show that it should be reported. It will be reported to an Accounting System if one is identified on the UIC file. It will be reported to the DoDSASP program if it is identified as a weapon by either the CIIC or the DoDSASP code on the Catalog. It will be reported to UIT/CBS-X if the UIT Code is set on the UIC file and the RICC field indicates that it is reportable. If a Supply System is identified, a transaction will be generated showing the receipt of the asset.

# Adding Items To The Property Book
## MODULE: Hand Receipt

## INTRODUCTION

This process is used to add newly procured items to the DPAS Property Book.

## PREREQUISITES

Before the asset can be added to your property book, the item must be on the Catalog table.

If your Activity uses the Authorizations, you will need to have an authorization for the item. Refer to page P1-26, **Adding Authorizations**.

If your Activity uses the Document Register, you will need to obtain a document number for the item. Refer to page P1-32, **Requesting A Document Number**.

## STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.

2. Select **End Item Actions** from the program group.

3. Select **Increase** from the program list.

Hand
Receipt

| End Item Actions ▶ | Increase |
|---|---|
| Component Actions ▶ | Decrease |
| Bar Cd/Ser Nbr Change | Lateral Transfer |
| HRH Pending Turn-In/Transfer | |
| Database/UIC Transfer Actions ▶ | HRH Transfer |
| Mfr Key Change | Selected Change |
| Bulk Asset Price Adjustment | Stock Nbr Change |
| Mass Changes ▶ | Price Adjustment |
| Maj/Sub Hand Receipt Holder | |
| Warranty/Svc/Loan/Lease | |
| SKO/BII/AAI Inventory | |
| Excess Actions ▶ | |
| ADP Reporting ▶ | |
| Automated Inventory Actions ▶ | |
| Interfaces ▶ | |
| Reports ▶ | |
| Inquiries ▶ | |
| Help | |